



## **SFA “Permanent” Integrated Job Inventory Process**

**March 1, 2001**

In order to help SFA staff take advantage of the career opportunities created as the organization continues to transform into a performance-based organization, an Opportunities list was created to provide an inventory of the currently available job openings within SFA as well as those jobs that senior managers and leaders anticipate will be needed looking ahead over the next six months. To insure that the list is accurate and up-to-date, a permanent job inventory process was created which integrates the current SFA recruiting process with the role of the career counselors in identifying opportunities within the organization. The following materials describe this process:

### **“Permanent” Integrated Job Inventory Process**

“Permanent” Integrated Job Inventory Process outlines the current recruiting process and the triggers that prompt the counselors to update the opportunities list so that it is an accurate and timely reflection of the opportunities that exist within SFA.

### **Monthly Schedule for Updating Opportunities List**

The monthly schedule that is included in these materials alerts the career counselors when there is information available from SFA Human Resources to update the Opportunities list.

### **Potential Improvement Opportunities**

After reviewing the current SFA recruiting process, several potential opportunities for improvement have been identified as points of consideration when Human Resources redefines their recruiting process in the future.

### **Updated Opportunities List**

The most recent version of the Opportunities List summarizes those opportunities that currently exist within SFA as well as those positions that SFA leaders envision creating over the next six months.